

**LOSS PREVENTION SUBCOMMITTEE
MEETING MINUTES
WEDNESDAY, April 13, 2005**

LOSS PREVENTION SUBCOMMITTEE MEMBERS PRESENT

Gary Andrews, Co-Chair	Department of Corrections
Dennis Anderson	Department of Health
Andreta Armstrong	Department of Licensing
Kathy Gastreich, Chair	Department of Corrections
Bill Henselman	Department of Transportation
Larry Keller	Department of Ecology
Linda Ramsey	Military Department
Jim Smego	Department of Natural Resources
Tom Wendel	Office of the Attorney General

ABSENT MEMBERS

Petra Carver (new)	The Evergreen State College
Carole Mathews	Department of Labor & Industries
Stephen Simmons	Department of Social and Health Services

GUESTS

Diane Perry	Washington State Patrol
June Skye	Department of Fish & Wildlife
Mike Sellars	OAG (Labor and Personnel Division)

OFM STAFF PRESENT

Jolene Bellows
Nancy Heyen
John Nicholson

CALL TO ORDER

Meeting called to order at 1:30 p.m. by Kathy Gastreich, Co-Chair. Members, guests and staff introductions were made. Minutes from the January 12, 2005, meeting were approved. Committee discussion proceeded with the items on the previously published agenda.

DISCUSSION – SCOPE OF LPSC REVIEW OF EMPLOYMENT RISKS

Risk Management training “slice” for the “HELP Academy” - Brainstorming

Elements of a “Slice”

- ▶ Risk Management 101
- ▶ Data and statistics
- ▶ Best practices (review of real cases)
- ▶ Risk management “tools”
- ▶ Panel discussion – learn from “practicing” risk managers
- ▶ Review factors that create initial areas of exposure and liability

General discussion points:

- ▶ Want agencies to walk away from “HELP” training with understanding of how they can contribute to risk identification and prevention/mitigation (i.e., how they play a part in it).
- ▶ Want agencies to have a clear understanding of WHY they need to manage risk (personal responsibility).
- ▶ Want agencies to have a clear understanding of where to get advice and assistance *before they act*.
- ▶ We need to identify a strategy for “engineering” enterprise risk management in state government.
- ▶ We need to ensure information integrity – gather facts and check all sources carefully.

- ▶ We need to create a master “bullet list” of supervisory tools and accompany it with a “get the message out” promotion that includes information on how to access the indicated tools.

DISCUSSION – SCOPE OF AGENCY RISK MANAGERS’ ROLES & RESPONSIBILITIES

Brainstorming discussion and suggestions:

- ▶ Keep supervisors informed about agency exposures.
- ▶ Look for key business meeting opportunities within agencies – i.e., discuss risk management with division/program supervisors (i.e., DOT discusses with maintenance supervisors).
- ▶ Position yourself as primary point of contact for discussion of individuals’ or programs’ exposures and loss trends relative to their responsibilities.
- ▶ Find ways to continually educate all levels within the agency to keep risk management “high profile” in their minds.
- ▶ Prepare data/information on losses to identify trends.
- ▶ Be knowledgeable about losses that other agencies are experiencing.
- ▶ Be aware of the risk “climate” at the state, national and local community level (i.e., identify theft is an potential risk issue if you are an agency that processes personal information, such as DOL)
- ▶ Be knowledgeable about the general operations of the agency and changes or shifts in the organization.
- ▶ Be in the loop on transferring risk, i.e., contracts language.
- ▶ Review incidents and provide a “lessons learned” report back to executive and operations managers.
- ▶ Establish a “relationship” with executives and program managers in organization.
- ▶ Work with the agency training unit to discover ways to include discussion about risk management in appropriate training areas.
- ▶ Be involved in development of policies and procedures.
- ▶ Spend time in the field observing day-to-day operations for risk prevention/mitigation purposes.
- ▶ Stay informed about claim payments, and work to close the “gaps” that generate loss.

UPDATE – ON-LINE DEFENSIVE DRIVER TRAINING

An implementation timeline (agreed upon by the review panel) indicates that the e-learning defensive driver training is to be available for use by agencies at the DOP e-learning web site by the end of this year. The agency review panel is in the process of reviewing programs in the following areas: technology features/compatibility, subject matter coverage, record keeping and tracking features, tech support/services and customer service, and of course, cost.

LOSS PREVENTION WORKSHOPS – BRAINSTORMING PRESENTATION TOPIC IDEAS

Willis of Seattle, RMD’s broker, is contracted to provide four loss prevention training workshops per year. LPSC members were invited to provide suggestions for workshop sessions. Suggestions included: (1) contract management (contract compliance); (2) records retention, incident review and report writing; (3) reasonable accommodations; and (4) fire suppression systems (for cooking and other facilities where there is a greater risk for fires).

LPSC MEMBERSHIP UPDATE FOR THE RECORD

Clifford Frederickson is no longer the LPSC college representative due to a change in duties. Petra Carver, risk manager with The Evergreen State College agreed to take the position and left employment with TESC before today’s meeting. Robyn Herring, health and safety manager for TESC has agreed to participate as a college representative member of the LPSC until a new TESC risk manager is on board.

REMINDER***2005 LPSC Meeting Schedule** - Wednesdays, July 13, 2005 and October 12, 2005

Meeting adjourned at 3:05 p.m.